# Import Addresses

This chapter covers the following topics:

- Import Addresses Screen

- Display Additional Address Information

- Cancel

## Import Addresses Screen

The Import Addresses function is used to import the addresses you have downloaded from the central directory.

Select the Import Addresses function and press ENTER. As a result, a confirmation window is displayed listing the number of addresses that will be imported. Enter *Y* to confirm, or press ENTER to cancel the import process

During the import process, a nickname for each address is created based upon the addressing rules you specified with the Add Initial Profile function and filed in cabinet SYSCNT. See *Add Profiles*.

For each nickname created for an address during the import procedures, a screen, similar to the one below, is displayed.

```
  4:38 PM               * * *  C O N - N E C T  3  * * *              14.Feb.94
 Cabinet LS                       Import Address                        OLIN05

 Nickname:               Mayer, Julie

 Folder:                 work                    File:

 Central Directory Name: DAEFCOC

 Alias:                  DjG

 Node:                   RESTON

 Original Mail ID:       JEM

 Last Name/Description:  Mayer

 First Name:             Julie

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Displ Imp                                        Cancl
```

**Note:**
If a unique nickname cannot be created, a message is displayed in the above screen.

**Nickname**

Nickname created for the imported address based upon the import rules you specified with the Add Profile function. See *Add Profiles*.

This field can be modified.

**Folder**

Current folder in which the imported address will be stored, as specified with the Add Profile function. See *Add Profiles*.

This field can be modified.

**File**

Current file in which imported address will be stored, as specified with the Add Profile function. See *Add Profiles*.

This field can be modified.

**Central Directory Name**

Central directory from which the imported address was downloaded.

**Alias**

Unique ID assigned to the imported address when uploaded to the central directory.

**Node**

The transport service node responsible for uploading the address to the central directory.

**Original Mail ID**

ID which uniquely identifies the imported address on its local node.

**Last Name / Description**

Imported addressee's last name or description.

**First Name**

Imported addressee's first name. This field is blank if the address is not a user.

Once you have made your modifications, press PF5 to import the address.

# Display Additional Address Information

To display the complete address of an addressee, press PF4.

```
  3:57 PM              * * *  C O N - N E C T  3  * * *              14.Feb.94
 Cabinet LS            Address Maintenance - ESH                      OLAN06


 Mail Nickname for
 Last Name/Description   Eshberry                          Initial  X
 First Name           John


 Company           Walk America
 Title
 Department                                        Number
 Location
 Address           12004 Sunrise Valley Drive


 City              Boston
 Postal Code       20001                          Country  USA


 Phone             814-WAL-K000                   Country Code  1
 Extension         25


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP       Quit
 Press a PF-key
```

The information displayed here is identical to that which is displayed when a user issues the "DISPLAY Address name" command.

# Cancel

If you want to cancel the import of this address, press PF3.

If you want to cancel the import process for all addresses, press PF12. As a result, the "Administration - Directory Synchronization" screen is redisplayed.